

Health and Safety Policy

Revision History

Version	Last revised	Next review date	Policy Owner	Notes
1.0	January 2019		Corporate Services	

HEALTH AND SAFETY

- 1.1) City College is committed to ensuring the continuing health, safety and welfare of its employees and students. We also fully accept our responsibility for other persons who may be affected by the company's activities. We will ensure, so far as is reasonably practicable, that statutory duties are met at all times.
- 1.2) City College is committed to this documented Health & Safety Policy, which is designed to promote the health, safety and welfare at work of all our employees/students by achieving the following:
 - 1.2.1) Providing adequate information, instruction and training to employees to ensure their competence.
 - 1.2.2) Undertaking suitable and sufficient Risk Assessments and Safe Working Procedures for all work activities to ensure a safe place of work.
 - 1.2.3) Providing and maintaining safe equipment and work place.
 - 1.2.4) Ensuring that adequate welfare facilities are provided, maintained, kept clean and serviceable.
 - 1.2.5) Ensuring that, where applicable, contractors are suitably vetted and monitored to ensure they are aware of any inherent dangers at their place of work and they do not adversely affect any employee/student.
- 1.3) The safety of the individual will be paramount and this Policy will clearly reflect this requirement. The company will not allow or condone in any unsafe practices, nor should any employee/student intentionally commit with others in any unsafe act.
- 1.4) The company will discuss and exchange ideas relating to Health & Safety at work with their employees/students. Adequate facilities and arrangements will be maintained to enable employees/students and their representatives to raise issues of Health & Safety with the company.
- 1.5) Every employee/student must co-operate to enable all statutory duties to be complied with. The successful implementation of this policy requires the whole-hearted support of all levels of management and employees/students and the acceptance by each individual of the responsibilities placed upon them.
- 1.6) The policy and all Health and Safety documents will be reviewed annually and if necessary revised to take into account any changes in the organisational structure or in the light of legislative changes. The overall and final responsibility for Health & Safety in the company is that of The Principal of City College.

HEALTH AND SAFETY DUTIES

2) City College's Responsibilities

City College will be responsible for:

- 2.1) Providing and maintaining safe and healthy working conditions within the framework of statutory regulations, set objectives for health and safety and encouraging joint consultation.

- 2.2) Ensuring so far as is reasonably practicable, the employees, students, contractors or members of the public are not exposed to any hazards that could adversely affect their health or safety.
- 2.3) Providing Health and Safety induction, safety training and education for all employees/students as deemed necessary.
- 2.4) Providing safety devices plus protective clothing and equipment and enforce their use as necessary.
- 2.5) Ensuring that no client, visitor or member of the public's health and safety is affected by any of the company's activities.
- 2.6) Ensuring that all work necessary to improve health and safety is carried out promptly.
- 2.7) Ensuring that any equipment which is unsafe, being repaired or cleaned is done according to the correct procedure.
- 2.8) Ensuring that risk assessments are conducted, effectively communicated to all employees and reviewed on a regular basis. Expert advice will be sought as and when required.
- 2.9) Ensuring that material safety data sheets are obtained for all substances brought onto the premises.
- 2.10) Ensuring that fire doors and escape routes are kept clear at all times and at least one fire evacuation exercise is carried out annually and that the fire alarms are tested weekly.
- 2.11) Providing adequate arrangements for employee/student's welfare at work
- 2.12) Ensuring that all accidents/dangerous occurrences are investigated and take such measures to prevent a recurrence.
- 2.13) Ensuring that all internal safety audits are undertaken at regular intervals.
- 2.14) Ensuring the competence and suitability of all contractors.

3) Employees/students

Employees/students will be responsible for:

- 3.1) Taking reasonable care for the health and safety of themselves, their fellow employees/students, clients, visitors and any other third party by keeping corridors, floors, stairs etc. free from obstruction.
- 3.2) Co-operating with the company in its execution of safety rules and regulations and any duty imposed under current and any future safety legislation.
- 3.3) The correct usage of personal protective equipment made available to them as required and wearing sensible footwear at all times.
- 3.4) Reporting any accident, work related illnesses, hazard, near miss, unsafe or damaged equipment to their immediate Manager at the earliest opportunity.
- 3.5) The correct usage of all types of guarding fitted to or associated with the equipment they are working on.
- 3.6) Keeping equipment and work areas in a safe and tidy condition and keeping fire exits and fire extinguishers unobstructed at all times.
- 3.7) Co-operating in the investigation of accidents/near misses and never indulging in any behaviour which could cause unintentional physical harm.
- 3.8) Always lifting, moving or storing materials and substances in a safe manner.
- 3.9) Ensuring that any equipment which is unsafe, being repaired or cleaned is done according to the correct procedure

4) Risk Assessments

- 4.1) City College will carry out a 'suitable and sufficient' risk assessment. The findings of the assessments will be recorded and kept for a minimum of 5 years.
- 4.2) Risk assessments will give a clear picture of what could go wrong and how serious an accident could be. They will enable the company to:
 - 4.2.1) Identify workplace hazards. (A hazard is anything that has the potential to cause harm)
 - 4.2.2) Assess the risk. (A risk is a likelihood of the hazard causing actual harm)
 - 4.2.3) Take appropriate steps to eliminate or reduce the risk of accidents or injury (i.e. control measures).
- 4.3) All risk assessments will be reviewed at least once a year or if a serious accident or occurrence takes place.

5) Manual Handling

- 5.1) City College will ensure so far as is reasonably practicable that the need to carry out manual handling operations are avoided wherever possible.
- 5.2) Manual handling operations will be assessed and categorised as High, Medium or Low according to the degree of hazard associated with the operation.

6) First Aid Provisions

- 6.1) Arrangements will be made whereby first aid is given quickly to people injured on the premises.
- 6.2) City College will endeavor to provide adequate first aid cover at all times.
- 6.3) City College will provide and maintain a first aid box and accident book. A named person will be responsible for ensuring that the first aid box is kept fully stocked.
- 6.4) The name of the first aiders, the location of the first aid box will be displayed at points throughout the premises.
- 6.5) All accidents are to be reported and recorded in the Accident Book at the earliest opportunity by a qualified First Aider, not the injured party.

7) Accident Reporting

- 7.1) The Head of Operations is responsible for ensuring that proper reports are submitted in accordance with in-country regulations. These will be reported by the quickest possible means.
- 7.2) All accidents will be investigated not to apportion blame, but to establish the cause and put in place actions to prevent reoccurrence.

8) Fire Procedures

- 8.1) Any person discovering a fire will immediately raise the alarm, notify a Manager and vacate the premises by the nearest safe exit.
- 8.2) The Manager or the person designated to do so, should raise the alarm with the relevant Emergency Service by telephone.
- 8.3) Attack the fire with an extinguisher or fire blanket **BUT ONLY** if you are trained and it is safe to do so. **DO NOT** expose yourself or others to any undue risks.
- 8.4) **NEVER USE WATER ON ELECTRICAL APPARATUS OR FLAMMABLE LIQUIDS.**

- 8.5) When the alarm is sounded leave the premises immediately by the nearest safe exit using the stairs. Whenever possible switch off equipment etc., prior to leaving **ONLY** if there is sufficient time to do so.
- 8.6) Assemble at the designated Fire Assembly Point and report to your Manager.
- 8.7) DO NOT PANIC, RUN OR STOP TO COLLECT BELONGINGS
- 8.8) DO NOT RE-ENTER THE PREMISES UNTIL GIVEN PERMISSION BY EITHER THE FIRE BRIGADE OR THE SENIOR MANAGER PRESENT.
- 8.9) Get to know the means of escape provided in the building, their uses and the routine to be followed in the event of a fire.
- 8.10) Get to know the location of the Fire Alarm and the Fire Fighting Equipment.
- 8.11) The company will ensure the following; all fire exits will be checked monthly, fire extinguishers will be checked monthly and examined annually. At least one fire evacuation exercise will be carried out annually.
- 8.12) A fire risk assessment will be carried out by Civil Defence annually.

9) **Dangerous Substances**

- 9.1) Such substances include chemicals used for domestic and industrial cleaning also any item that could cause a fire or explosion. Prior to use, storage or disposal of any substance, the relevant Safety Data Sheets and/or assessments should be read and understood.
- 9.2) The company will endeavor to put control measures into place to protect employees/students and others from the hazards associated with the substance being used.
- 9.3) **YOU MUST ENSURE:**
 - Awareness:** All chemicals or substances in use are known to the Head of Operations or his/her nominee.
 - Use:** Chemicals or substances are only used as directed by the Head of Operations or his/her nominee.
 - Storage:** Chemicals or substances are stored only in locations approved and indicated by the Head of Operations or his/her nominee.
 - Disposal:** Residual and waste materials are to be removed from site upon completion of any work and only disposed of in a manner directed by the Head of Operations or his/her nominee.

10) **Electrical Safety**

- 10.1) The company will ensure that all electrical equipment is inspected, maintained and suitable for the job in accordance with in-country regulations.
- 10.2) All portable electrical equipment must be visually inspected prior to use. Portable electrical equipment is defined as an appliance that can easily be moved whilst in operation like a kettle, vacuum cleaner or equipment intended to be held during normal use. These checks apply to the plugs and sockets of extension leads as well.

11) **Work Equipment**

- 11.1) The regulations place a duty on City College as employers to provide and maintain suitable and safe working equipment and its safe use.
- 11.2) City College will ensure that;
 - a) Any work equipment provided is suitable for the purpose intended.
 - b) Work equipment is maintained and kept in good working order.

- c) Employees receive adequate training and information necessary for its safe use.
 - d) Specific measures are taken to guard dangerous parts of machinery.
 - e) Risks associated with using work equipment are adequately controlled.
- 11.3) Any work equipment that is borrowed or hired, the company will ensure that it is fit for purpose and persons receive suitable and sufficient training in its use. If necessary, specialist training courses will be arranged.

12) Visitors & Contractors

- 12.1) All visitors and contractors must comply with all rules and regulations currently in force.
- 12.2) All contractors are expected to report their arrival and departure to City College's office staff before commencing work.
- 12.3) Contractors will not be allowed to use or borrow any equipment belonging to City College.
- 12.4) Contractors must ensure that all equipment brought onto the site, including any borrowed or hired, shall be safe and suitable and shall only be used in accordance with legal requirements.
- 12.5) No contractor or visitor must endanger anyone else by their activities and must use the correct safety equipment and work in a safe manner.
- 12.6) The contractor must have adequate insurance to indemnify the company against any or all loss, injury, damage or claim which may arise directly or indirectly as a result of any act or omission on the part of the contractor.
- 12.7) All visitors and contractors must immediately report all accidents or near misses, even if damage or injury did not occur to City College's office staff.